

## Follett Barcode Order Form

To place an order, fill out this form completely. Verify the accuracy of each field. Please allow 4-6 weeks for delivery after your order is finalized. Click [here](#) for instructions. For assistance, call Customer Service at 888.511.5114 or 708.884.5150.

**Important:**

- Your order will be processed based on the information provided on this form. If changes are requested after this form has been submitted or your order has been processed, additional charges may apply.
- All pricing is in USD or CAD, and valid as of November 2023. Shipping, handling, and taxes (if applicable) will be added to your invoice. Shipping is via UPS. To cover these charges, allow approximately 15% for continental US locations and 20% for Alaska and Hawaii.

**Note:** If your barcode is part of an agreement, fill in your customer number and contact information, and then skip to **Barcode Specifications** on page 2.

**Bill To:**

|   |  |
|---|--|
| PO #:   | Customer #:  |
| <input type="checkbox"/> Paying by credit card. | Contact me by: <input type="checkbox"/> phone <input type="checkbox"/> email |
| School or District Name:                        |  |
| Address:  |  |
| City:   | State or Province:   |
| Zip Code or Postal Code:                        | Country:   |
| Contact Name:                                   | Alternate Contact:   |
| Phone:  | Alternate Phone:   |
| Email:  | Alternate Email:   |

**Ship Order To:**  Same as billing address

|                          |                    |
|--------------------------|--------------------|
| School or District Name: |                    |
| Attention:               | Phone:             |
| Shipping Address:        |                    |
| City:                    | State or Province: |
| Zip Code or Postal Code: | Country:           |

**Barcode Style Options & Quantity:** Choose to receive barcodes on an 8.5" x 11" sheet or on a roll, and then enter the quantity you want to order.

|  |   |
|--|---|
| <input type="checkbox"/> Sheets: \$120 USD/\$160 CAD per package of 1,000 labels<br>Quantity: _____ package(s) | <input type="checkbox"/> Rolls: \$700 USD/\$950 CAD per package of 5,000 labels<br>Quantity: _____ package(s) |
|--|---|

**Label Color:** Select black and white, or choose from the following colors:

|  |                                 |                                     |                                  |
|--|---------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Black & White | <input type="checkbox"/> Yellow | <input type="checkbox"/> Shamrock   | <input type="checkbox"/> Cyan    |
|  | <input type="checkbox"/> Red    | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Magenta |

## Barcode Specifications

|  |   |  |  |   |
|--|---|--|--|---|
| <b>INSCRIPTION:</b> Enter the inscription to be printed at the top of the barcode. <input type="checkbox"/> THIS IS A NEW INSCRIPTION.<br>(Limited to 30 characters) _____   |   |  |  |   |
| <b>BARCODE SYMBOLOGY</b><br>(Choose 1)   |   | <input type="checkbox"/> GENERIC CODE 39   | <input type="checkbox"/> CODE 39<br>WITH CHECK DIGIT   | <input type="checkbox"/> FOLLETT CLASSIC  |
| <b>SAMPLE LABEL</b><br><div style="background-color: #e0f7fa; padding: 5px; border: 1px solid #00796b; color: #00796b;"> <b>Note:</b> The spaces between barcode sections are for illustration purposes only.         </div>   |   |  |  |   |
| <b>BARCODE LENGTH:</b><br>Total number of digits on each barcode including fixed characters, item number, and check digit.   |   | _____<br>(8-14)  | _____<br>(8-14)  | _____<br>(4 - 7)  |
| <b>F<br/>I<br/>X<br/>E<br/>D<br/><br/>C<br/>H<br/>A<br/>R<br/>A<br/>C<br/>T<br/>E<br/>R<br/>S</b>  | <b>TYPE INDICATOR:</b><br>A character used to distinguish the barcodes belonging to patrons, library materials, textbooks, and resources. | <input type="checkbox"/> 2 (Patrons)<br><input type="checkbox"/> 3 (Library Materials)<br><input type="checkbox"/> 4 (Textbooks)<br><input type="checkbox"/> 5 (Resources)<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> 2 (Patrons)<br><input type="checkbox"/> 3 (Library Materials)<br><input type="checkbox"/> 4 (Textbooks)<br><input type="checkbox"/> 5 (Resources)<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> T (Library Materials)<br><input type="checkbox"/> P (Patrons)<br><input type="checkbox"/> X (Textbooks)<br><div style="background-color: #e0f7fa; padding: 5px; border: 1px solid #00796b; color: #00796b;"> <b>Note:</b> Follett Classic cannot be used in Follett Destiny Resource Manager.         </div> |
|  | <b>LOCATION CODE:</b><br>(Optional) Up to 5 characters that represent the institution or library housing the item.                        | _____  | _____  | _____   |
| <b>STARTING NUMBER:</b> Excluding type indicator, location code, and check digit.<br><div style="background-color: #fff9c4; padding: 5px; border: 1px solid #000; color: #000;"> <b>Important:</b> Barcodes are printed sequentially, beginning with this number.         </div> |   | _____  | _____  | _____   |
| <b>CHECK DIGIT</b>   |   | None   | <input type="checkbox"/> Code 39 Mod 10 (numeric)<br><input type="checkbox"/> Code 39 Mod 43 (alphanumeric)  | None  |

Submit this Barcode Order Form and your purchase order (if applicable) to Follett by:

| Email  | Fax   | Mail   |
|--|---|--|
| <a href="mailto:FSSOrders@folletlearning.com">FSSOrders@folletlearning.com</a> | <ul style="list-style-type: none"> <li>800.852.5458 (United States, Canada, and Bermuda)</li> <li>815.759.9831 (International)</li> </ul> | Follett School Solutions<br>Attention: Order Entry<br>1340 Ridgeview Drive<br>McHenry, IL 60050-7048 |